



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

DATE: August 28, 2023

SPECIFICS

TITLE: Building Inspector

DEPARTMENT:	Public Works	DIVISION:	Engineering
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE /STEP:	358 / A – S DOQ	DUTIES:	See attached job description
HOURLY:	\$29.37-\$38.40 DOQ	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

Specialized training in building construction, architecture, engineering, or a related field; two years of increasingly responsible building inspection experience with a local jurisdiction or in lieu of the ICC certification requirements, ten years of experience in the building trades as a general contractor, or Department of Labor certified journeyman electrician, mechanical installer, plumber, or experience as a construction project manager; possession of, or ability to obtain, an appropriate, valid driver's license; possession of a Building Inspector certificate issued by the ICC within 1 year of hire; possession of a Combination Dwelling Inspector Certificate issued by ICC.

ADVERTISING REQUIREMENTS

Position is open until filled

WHERE: Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

PUBLICATIONS: Major papers in specified area: Ketchikan Daily New; Job Service, City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

BUILDING INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of building inspection duties involved in the inspection of routine and complex structural building systems at various stages of construction, alteration, and repair for compliance with approved plans and codes; conducts plumbing, electrical, mechanical, and sewer and site development inspections; assists in the review of building, sewer and site development plans and specifications; and investigates violations and complaints.

The Engineering Division of the Public Works Department manages the City's building codes regulation under Title 19 of the Ketchikan Municipal Code. The purpose of this program is to serve the citizens of Ketchikan by safeguarding their safety, health, and welfare by the enforcement of all applicable provisions of commercial and residential codes within the City. The Building Inspector ensures implementation of City building, inspection and related codes as adopted by the City Council through a program of plan reviews, inspections and enforcement activities. The Building Inspector is expected to perform the duties of this position in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs field building inspections of residential, commercial and industrial buildings during various stages of construction and remodeling to ensure that structures are being constructed in accordance with approved plans and specifications; inspects all aspects of building construction, including plumbing, electrical, structural, and mechanical installations, for compliance with applicable codes, ordinances, and regulations and to ensure proper and safe installations of building systems; notes defects in construction work and issues correction notices.
2. Performs specialized inspections as necessary to determine code compliance; makes final inspection prior to issue of certificate of occupancy.
3. Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; assists in the permit process; explains and interprets applicable codes, local ordinances, regulations, requirements, and restrictions.
4. Investigates violations and complaints and conducts enforcement actions; enforces stop work orders on projects that are under construction that do not have a posted building permit; documents fines using field notes, photographs and written reports; makes recommendations for corrective action to include the permit application process.
5. Coordinates the work of contractors and utilities on construction projects to avoid conflicts and develops proposed solutions to problems that may arise during the construction process.

6. Completes a variety of reports related to building inspection and enters into the computer inspection program; maintains good written records of inspections and enforcement actions; updates files as necessary.
7. Assists the Building Official in the plans review and building code update process.
8. Acts as the Building Official in their absence.
9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Building construction principles and practices, including familiarity with building, plumbing, electrical, and mechanical trades.

Methods and materials used in the construction of buildings and related structures.

2012 Edition of the International Building Code, International Mechanical Code, International Residential Building Code, International Energy Conservation Code, 2017 National Electrical Code and 2015 Uniform Plumbing Code.

American's with Disabilities Act as it relates to accessibility standards.

Permit processing procedures.

Operational characteristics and use of standard equipment used in building inspection and the building trades.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and procedures of record keeping.

Occupational hazards and standard safety practices.

Methods and techniques of public relations.

Pertinent federal, state, and local laws, codes, and regulations including laws, ordinances, and codes related to building construction.

Ability to:

Perform building inspections including residential, commercial, and industrial inspections.

Perform sewer and site development inspections.

Understand, interpret, explain, and enforce provisions of applicable building, safety, and ordinance requirements to contractors, developers, and the general public.

Review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.

Exercise technical judgment and discretion based on familiarity with a wide variety of construction and repair problems.

Operate a vehicle in a safe and effective manner.

Respond to requests and inquiries from the general public.

Operate office equipment including computers and supporting software applications.

Prepare clear and concise reports and documentation.

Maintain complete and accurate records.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in building construction, architecture, engineering, or a related field.

Experience:

Two years of increasingly responsible building inspection experience with a local jurisdiction or in lieu of the ICC certification requirements, ten years of experience in the building trades as a general contractor or Department of Labor certified journeyman electrician, mechanical installer, plumber, or experience as a construction project manager.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Building Inspector certificate issued by the ICC within 1 year of hire.

Possession of a Combination Dwelling Inspector Certificate issued by ICC.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with travel to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Frequent contact with contractors, architects, engineers, utilities, citizens, property owners and regular contact with state, federal and other city agencies during the construction process.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-58

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved: March 2006

Date Amended: 05/26/11 & 11/18/13

Date Amended: July 2020

Human Resources Manager Approval

City Manager Approval